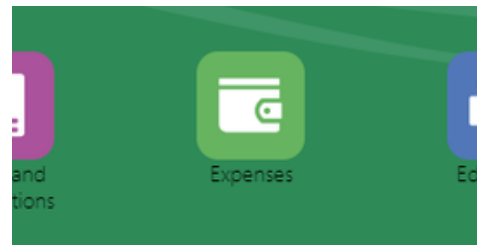


Personal Charge on a P Card

If you mistakenly made a personal purchase with your P Card you will need to reconcile that expense in Oracle and send a check to your Finance office.

To Reconcile the purchase in Oracle follow the steps below:

- Click into your expense from the “Me” page
- Select the expense from your work bench

A screenshot of the Oracle "Create Expense Item" form. The form includes fields for Date (12-Mar-2024), Type (Pcard - Purchases), Expense Location (United States), Amount (USD, 963.75), Description (Personal Purchase made on P-Card), and Merchant Name (XYZ Shop). There are also fields for Attachments, Receipt missing, Account, and Designation (000000). Red dots with numbers 1, 2, and 3 are placed over the Type, Description, and Account fields respectively.

1. Use Expense Type: Pcard - Purchase

2. Note in the description that this is a Personal charge that will be repaid

3. Use your home Entity, home Department, and Object code 11102

4. Save and Close, and submit like you would any other expense report For more information and submitting expense reports see:

A screenshot of the Oracle "Account" selection dialog box. It shows a list of account segments: Entity, Department, Object (11102 - Accounts Receivable - Employee), Restriction (10 - Unrestricted), Designation (000000 - Current Unrestricted), Activity (00000 - Default), Intercompany (000 - Default), and Future1 (0 - Default). At the bottom, there are buttons for Search, Reset, OK, and Cancel.

[How do I create an expense report to reconcile my p-card?](#)

5. Send a check for the amount of the personal purchase to your institutions Finance office with the Expense Report number on the memo line of the check

Champlain College
ATTN: Jennifer
Kennelly
Miller Center
175 Lakeside Ave
Burlington, VT 05402

Middlebury College
Controller's Office
152 Maple Street
Middlebury, VT
05753

Saint Michael's
College
ATTN Finance Office
Salmon Hall
11 Observatory Ln
Colchester, VT
05493

For partial personal purchases

For example meals or hotel stays

The screenshot shows a web form for entering an expense item. At the top left, there is a section labeled "Itemization (Optional)" with a plus sign and a red "1" indicating a dropdown menu. Below this is a table with columns: * Type, * Date, Daily Amount, Days, * Amount (USD), and Remove. The first row is highlighted in blue and contains: "P Card Manual" (with a red "2" next to it), "12-Mar-2024", "0.00+", and "0.00+" (with a red "4" next to it). Below the table, there are input fields for "Merchant Name" (Tom's Diner), "Account" (Use Object 11102 with a red "3" next to it), "Description", and "Designation" (000000). At the bottom, there is another row with a red "5" next to a dropdown arrow, "12-Mar-2024", and "0.00+".

1. In your expense item, at the bottom, click on the “+” next to “Itemization” to create additional accounting lines
2. Use Expense Type “P Card Manual”
3. For the personal portion of the expense use your home Entity, home Department, and Object code 11102
4. Enter the amount of this expense item that was personal
5. Click on the carrot/arrow to open the second accounting line to enter the amount charged to your department, program, grant, etc.
6. Save and Close, and submit this expense as you would any other expense report
7. Send a check for the amount of the personal purchase to your institutions Finance office with the Expense Report number on the memo line of the check

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Please do not hesitate to call Accounts Payable

802-443-2321

or email us at

ap@gmhec.org

If you have any questions or need any assistance with this